



Shaima Ahmed Ali

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Portfolio Photography and Graphic Design: [Shaimagraph](#)

Profile Summary

I am Shaima Ahmed, a multi-skilled professional with experience in graphic design, photography, videography, digital marketing, and content creation, along with a strong background in administrative roles such as secretarial work, office management, and front desk operations.

I excel under pressure, with strong attention to detail, flexibility, and excellent organizational and communication skills. I create integrated visual content aligned with marketing goals, and I am proficient in using design and editing software, as well as knowledgeable in SEO and content strategies.

I am passionate about continuous learning and development, and I believe that dedication and professionalism are key to success in any work environment.

Skills

Digital Marketing, Marketing Strategy, Copywriting, SEO, Microsoft Office, Photography & Videography, Video Editing (Adobe Premiere & CapCut), Adobe Photoshop, Public Relations, Data Entry, Teamwork, Leadership,

Time Management, Project Management, Communication, Creativity, Negotiation

Work Experience

- **Ministry of Education (7 years) – Administration**

- - Oversaw daily administrative operations, ensuring smooth office workflow.
- - Managed data entry, document organization, and communications with internal and external parties.
- - Demonstrated strong time management and organizational skills.

- **Central Information Agency (6 months) – Social Researcher**

- - Conducted social research projects, collecting and analyzing data to support decision-making.
- - Prepared reports and presentations for senior management.

- **Ministry of Health (6 months) – Social Researcher**

- - Supported social research initiatives and collaborated with project teams.
- - Collected and analyzed data related to public health and diseases.

- **Al-Tuwaijri Consulting & Collections (1-month training) – Executive Secretary**

- - Assisted executives with scheduling, document preparation, and correspondence.
- - Gained practical experience in administrative coordination.

- **Asfari Travel & Tourism (3 months) – Ticket Reservations**

- - Handled ticket reservations and customer service inquiries.
- - Designed travel packages and resolved client issues efficiently.

Education

Institution: High School

Al Esteqlal Secondary Girls School

Certificates

- **IT:** Electronic Government
- **English:** American Cultural & Educational Center
- **First Aid:** Bahrain Red Crescent Society
- **Time Management:** Abdulla Al Ghurair Foundation for Education
- **Ethical Use of AI:** Bahrain Polytechnic
- **Emotional Intelligence:** Edraak
- **Food Photography:** maarf
- **Aerial Photography:** maarf
- **Digital Advertising – Managing Paid Campaigns:** Edraak

Languages

Arabic: Fluent

English: Fluent